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## PROCUREMENT DIVISION

Items for 1982 Annual Report to CongressComponent Overview

During the past year Procurement Division was again faced with a dramatic increase in work load. There has been a virtual explosion of ADP contracting both in dollar volume and number of funded actions. Other functional areas experienced somewhat less dramatic increases in the numbers of funded actions, but the dollar volume and contract officer time required for redrafting Statements of Work and providing guidance to our customers in preparing source selection plans, is on a constant increase. We may not be meeting all the procurement requests as promptly as our customers would like, but we have made a concentrated effort to keep the communication lines open to our customers and to encourage them to participate in melding the priorities of competing components. Installation of the Wang Alliance automated information handling system is 90 per cent complete and we have high hopes that this equipment will result in a quantum leap in our ability to handle the ever increasing work load and better service our customers inquiries on the status of their requests.

Performance Highlights

..As a result of the systems analysis study of PD in late 1982, a decision was made to replace CPT and other outdated word processing equipment with two Wang Alliance systems. Installation of the Wang Systems started spring 1983 and was over 90 per cent complete by fall 1983. Although we experienced considerable growing pains in the transition to this new automated equipment it is now clear that this change has and will continue to increase the efficiency and productivity of Procurement Division.

..PD/ADP Branch completed a major procurement of IBM hardware associated with the SAFE - CAMS and Ruffing Center programs. This procurement was of particular significance in that it was a break through in requiring IBM to accept an Alternate Payment Plan which we estimate will result in savings of circa 4 million dollars in the procurement of this equipment. Other major actions on the ADP front include: the procurement of over 15 million dollars of Wang equipment in support of CRAFT and other Hqs. requirements, and the award of a major system development contract for Logistics Information Management System (LIMS).

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..P&SC Branch completed action to consolidate the Office of Personnel and the Career Training Task Force recruitment advertising requirements into one master contract. Procurements for OC Recapitalization Program and increases in OTS production contracts represented major increases in the P&SCB work load.

..Improved assignment of Procurement actions among PD branches resulted in better utilization of personnel and overall increases in productivity. Increased actions assigned to PD/SPS has allowed transfer of more complex actions from P&SC Branch to GP Branch thereby increasing ability of P&SC Branch to handle R&D contracts from OC, OL, OS, DDO, and OMS.

#### Future Plans

Our primary goals for FY-84 will be: (1) to fill recently authorized position increases with experienced contract officers, (2) lessen turnover in professional personnel and (3) improve office automation by expanded use of Wang Alliance system. As we gain experience with and have full implementation of the Wang Alliance system, we anticipate the following major benefits to accrue:

- a. Enhance our ability to manage the workload and improve the productivity of both professionals and clericals,
- b. automated access to file status will improve our ability to respond to customer queries and track action through the entire procurement process,
- c. ability to automatically draft contracts and solicitations to the maximum extent practicable,
- d. lessen clerical workload by automating redundant tedious tasks and forms - decreasing errors and increasing morale.

#### Present and Projected Resource Requirements

The greatest obstacle in meeting the demands of ever increasing workload is the lack of sufficient positions and the unavailability of trained and experienced personnel. Some relief is in sight as a result of pending ceiling increases of three professionals plus the conversion of one clerical to professional. We hope to have these positions staffed with qualified personnel as we move into FY-84. Our investment in automation (Wang Alliance) made this year, will provide some relief but we see little more to be gained in the immediate future by further automation until the LIMS comes on line.

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